

Edinburgh Centre for Carbon Innovation, opened in 2010, is a national hub for the knowledge, innovation and skills required to create a low carbon economy and is the first of its kind in the United Kingdom. ECCI creates a unique platform for the vibrant communities, networks and partnerships of 'low carbon' leaders. At the Centre we aim to join up forward thinkers to accelerate & catalyze large-scale projects and we use our network to help companies drive innovation into their supply chains to create new kinds of low carbon products and services.

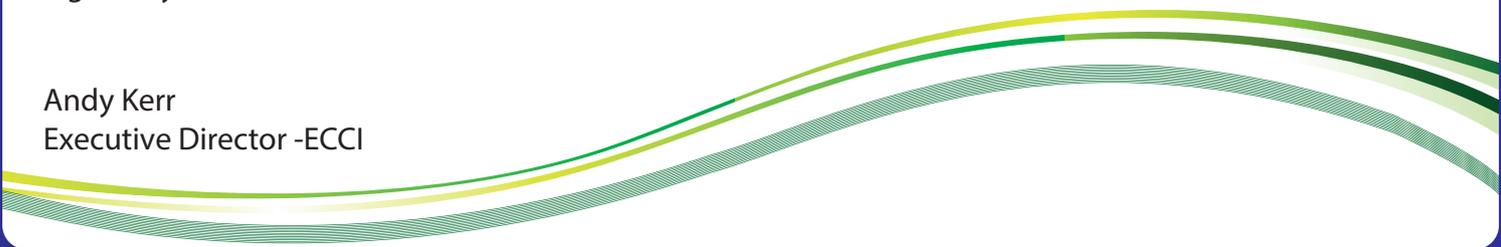
Being aware of the direct impacts caused by the everyday business operations we strive for decreasing any environmental effects created. We aim to work alongside corporate directives to ensure our commitment and compliance with the following set of objectives:

- To continually improve our environmental performance by setting new targets of energy efficiency and to ensure responsible use of the energy in the building.
- To minimise waste production across the venue and ensure effectiveness of recycling strategies.
- To review and enforce our sustainable procurement policy to align with good practice.
- To reduce the consumption of raw materials, water and fuels.
- To comply with the current environmental legislations and regulations.
- To encourage and promote the use of more sustainable transport options for all venue stakeholders, as well as improve and revise the travel monitoring system.
- To ensure that all venue stakeholders are aware of the environmental policy statements and follow outlined sustainability standards.
- To continually inspire, motivate and educate staff, clients and local community to through the collaboration achieve low carbon targets.

This policy statement will be reviewed annually to ensure that venue's operations are compliant with the current legislation, sustainability standards and are relevant in the fast changing environmental situation.

Signed By

Andy Kerr
Executive Director -ECCI





**EDINBURGH CENTRE
FOR CARBON INNOVATION**

**ENVIRONMENTAL
POLICY**



POLICY

Edinburgh Centre for Carbon Innovation, opened in 2010, is a national hub for the knowledge, innovation and skills required to create a low carbon economy and is the first of its kind in the United Kingdom. ECCI creates a unique platform for the vibrant communities, networks and partnerships of 'low carbon' leaders. At the Centre we aim to join up forward thinkers to accelerate & catalyze large-scale projects and we use our network to help companies drive innovation into their supply chains to create new kinds of low carbon products and services.

In 2013 centre has moved in to the new BREEAM outstanding (design stage) building which is a first ever refurbished project achieving this certificate. Since moving to our new location in High School Yards, ECCI expanded its actions and currently is focusing on three clear functions:

- Enterprise & Innovation
- Skills & Learning
- Policy

ECCI is furthermore providing with the teaching space for over sixty MSc students from the University of Edinburgh and the workspace for various SMEs. Edinburgh Centre for Carbon Innovation is also a unique award winning green venue with the outstanding conference and meeting facilities. As a working business building the Centre hosts companies and organisations with around 1000 people through its doors every month for events.

Although main activities of the ECCI are currently based on the UK we do extend our area of work globally through various projects to countries such as China or Ecuador. Furthermore some of the residents are also expanding to or currently are delivering their services to the international audience.

Our Impacts

Edinburgh Centre for Carbon Innovation is fully committed to its responsibility for identifying and minimising environmental, social and economic impacts of everyday business operations. We strive to decrease any negative effects on the environment that we may be producing, specifically those related to:

- Our office: through the resource efficiency focusing on energy, water usage and waste created
- Our business travel and staff commuting
- Our communication streams and materials: use of resources and transport links for the materials we are ordering and through the sustainable procurement practices.
- Our events: energy use, water use, food, waste, transport and travel.
- Our residents' activities: their offices, events and procurement.



OUR COMMITMENTS

ECCI decided to set the environmental targets that will enhance our everyday performance and operations. We are committed to understanding, measuring, improving and communicating our environmental performance and engaging staff in this process. We have created this policy and identified our key areas of focus for reducing impacts:

- Establishing key core team of committed individuals from across various departments to implement the environmental policy.

- Working with all venue stakeholders- students, residents and event buyers to identify and implement actions to reduce energy and water use, minimise waste and increase recycling.

- Reducing impacts of the business travel and staff commuting; avoiding travel where possible, e.g. using online software, webinars or teleconferencing. Encouraging use of zero or low-carbon travel - such as walking, cycling, journey sharing, travelling by public transport and train where possible for longer journeys in England, Scotland and Wales.

- Revising procurement strategies for the centre, integrating environmental and ethical considerations when choosing suppliers and services for our business operations, especially stationery, equipment, cleaning, website and email hosting.

- Working closely with the Estates and Buildings to revise and update current schedules on the BEMS to ensure the maximum energy efficiency and the optimum performance.

- Working together with contractors to organise a demonstration of the BEMS for key team members to attend and identify how to operate them. Furthermore working and improving our Meterology monitoring system to achieve best available data on the building performance.

- Collaborating with the Social Responsibility and Sustainability Office to comply with the University's regulations and partake at the Sustainability Awards.

- Working with the event delegates, suppliers and contractors to reduce our direct event related impacts.

- Implementing a water management strategy to ensure that more efficient system of water management are introduced within the ECCI.

- Including environmental element to student, residents and event attendees to ensure their engagement with resource efficiency strategy.

- Continuing to raise awareness within the ECCI community to ensure that everyone recognises and respects their environmental responsibilities and acts accordingly.

- Monitor the implementation of this policy and reporting annually.



We are committed to work with our director and senior management to ensure that we consider and decrease environmental impacts of our activities.

Continuous improvement

We are going to work with the continuous improvement principle in mind to allow ongoing development of our environmental performance. At the ECCI we aim to maintain the highest possible sustainability standards and our policy aims to encourage all residents to join us within this effort and support them with the training and guidance provision where practicably possible

Our environmental action plan will be developed to follow up on the environmental policy statement and will be reviewed on the annual basis and approved by the management. This plan is informed by our monitoring and measurement feedback from engaging with our internal and external stakeholders.

The ECCI's environmental policy is supported by sub-policies:

- Waste Management Policy
- Transport Policy
- Community Involvement Policy
- Energy Management Policy
- Sustainable Procurement Policy
- Water Management Policy

We will review and amend our processes and procedures to reduce the impact of our operations and the use of our facilities have on the environment.

This Environmental Policy is endorsed by:



WASTE POLICY

Purpose:

To effectively control, monitor and regulate waste segregation figures and decrease waste to the landfill production where possible.

Background:

The Edinburgh Centre for Carbon Innovation is a part of the Edinburgh University network and therefore all waste and recycling procedures are controlled through the Waste and Environment team who is a part of the Estates Operations within Estates and Buildings. ECCI is currently operated under the common waste compound together with School of Geography, 13 Infirmiry Street and 9-11 Infirmiry Street. The current MFR efficiency figure supplied by Veolia is 67.9%. Figures are exclusive of smaller waste streams such as WEEE, confidential data or waste toners and cartridges.

Waste management in United Kingdom is controlled by legislation that is driven by European Directives and Regulations. As of the 31st December 2013 it is University's legal obligation to separate recyclable waste from food and non-recycle waste streams and removal from landfill of food waste arising from certain areas.

Scope:

Our aim is to reduce the unnecessary use of raw materials, reuse products where possible and to encourage and enable recycling and recovery of unwanted materials. We furthermore strive to reduce landfill waste and when disposal is the only option to dispose of materials in an environmentally responsible manner. ECCI's waste policy will involve effective communication of resource saving strategy to all our stakeholders to achieve objectives of environmental protection.

Policy:

ECCI will actively recycle and encourage all venue and business stakeholders to responsibly segregate and manage their waste. ECCI has furthermore decided to educate all staff members, residents, visitors and event buyers regarding recycling and waste policies to encourage positive recycling culture.

Responsibilities and procedures:

The following actions have been identified to allow the effective policy implementation:

- To revise current strategy of waste within the department
- To schedule workshops for staff explaining standard waste strategies
- To collaborate with the waste department of the University
- To actively encourage staff to recycle in an appropriate manner
- To actively promote waste management hierarchy - of reducing, reusing and recycling
- To promote WARP it - University of Edinburgh internal equipment exchange website
- To provide with information on the location of recyclable materials storage areas and how to use them
- To appoint a Waste Coordinator within the green committee

The green committee will conduct this policy implementation and will carry out basic induction training for key involved stakeholders. Progress will be measured by quantifiable targets. This will be reviewed annually.

Contact:

To enquire details about the waste management systems and regulations please contact waste@ed.ac.uk and for recycling at the ECCI email info@edinburghcentre.org



TRANSPORT POLICY

Purpose:

To encourage all venue stakeholders to travel in a sustainable way and actively promote environmentally friendly travel solutions.

Background:

The location of High School Yards in the central area of the University, close to Government commercial activity and sustainable transport options, was central to the decision to locate ECCI at this site.

ECCI is committed to the aims that have been set by the University of Edinburgh to:

- Increase active travel mode share - walking and cycling - from 60% in 2010 to 65% by 2015
- Reduce the carbon footprint of commuter travel by 15% by 2020
- Reduce the carbon footprint of business travel by 29% by 2020
- Reduce the carbon footprint of the University vehicle fleet by 29% by 2020

The location of the ECCI building next to excellent public transport links, surrounded by city centre amenities including hotels, and within a Controlled Parking Zone provides the essential conditions to minimise car use by visitors. Centre has partnered with the University of Edinburgh to install four electrical vehicle charging points on site, one of which is now the permanent site for the first City Car Club electric vehicle in the UK. ECCI is furthermore committed to reducing the impact of staff, student and visitor travel, as outlined in the Transport and Travel Planning Policy 2010 (prepared by the University of Edinburgh).

Scope:

ECCI is committed to implementing a transport policy as a part of our environmental plan to encourage and maintain sustainable commuting and business travel for its residents and event delegates.

Policy:

ECCI will develop and implement an active travel plan as a part of the Transport Policy to eliminate car dependency and promoting sustainable modes of commuting.

We will strive to decrease environmental impact of transport related to our activities including:

- Business travel
- Residents and staff's commuter journey to ECCI
- Event delegates travel

Responsibilities and procedures:

The following actions have been identified to allow the effective policy implementation:

- To appoint an Active Travel Coordinator
- To participate in the Active Travel workshop organised by Sunstran
- To promote a cycle to work scheme for staff available year-round
- To organise a free cycle and maintenance training for staff and students
- To promote regular free Dr Bike sessions at each of the main University sites
- To promote bike buddy system
- To promote Bicycle Users Group mailing lists
- To trial the Claim Expenses system for the corporate business travel
- To engage event organisers in controlling their carbon footprint

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- To raise awareness about the City Car Club
 - To raise awareness over ECCI facilities supporting low carbon travel choices: bike shelters, showers and no car parking provision
 - To conduct a travel survey once a year to identify patterns of commuting

The green committee will conduct this policy implementation and will carry out basic induction training for key involved stakeholders. Progress will be measured by quantifiable targets. This will be reviewed annually.

Contact:

To enquire details about the transport management systems and regulations please contact transport@ed.ac.uk and for sustainable travel solutions at the ECCI email info@edinburghcentre.org

Please contact us if this policy is required in an alternative format.



COMMUNITY ENGAGEMENT POLICY

Background:

Edinburgh Centre for Carbon Innovation is committed to communicate effectively with the local community: staff, students and all residents. ECCI is aware of its duty to play a key role in behaving responsibly with regard to environmental issues and to act as a catalyst for environmental change.

Scope:

ECCI's community engagement will involve active conversation with all identified stakeholders:

- Students within the ECCI
- Outside students
- Staff
- Residents
- Event delegates and other event stakeholders

Policy:

To continually inspire, motivate and educate staff, clients and local community to through the collaboration promote sustainability principles within the working environment.

Procedure and responsibility:

The following actions have been identified to allow the effective policy implementation:

- To communicate effectively with our residents on the ongoing basis- through the Carbon Chat Room and the ECCI's bulletin
- To communicate in an effective manner with the external staff within our professional capacity
- To participate with the Sustainability Awards - this year within the bronze or silver category
- To organize provision of the sustainability workshops for staff and students at least twice a year
- To provide with the sustainability induction materials for new staff and residents - obtained from the SRS office
- To raise awareness of environmental issues and actively involve the internal community
- To provide with appropriate guidance and materials for the event attendees
- To clearly outline the green agenda for the event buyers
- To set future achievable targets that reflects ECCI's objectives and reflects the University of Edinburgh overall priorities
- To apply for the Green Business Tourism Scheme certificate

The green committee will conduct this policy implementation and will carry out basic induction training for key involved stakeholders. Progress will be measured by quantifiable targets. This will be reviewed annually.

Contact: To enquire details about the communication and community involvement policy at the ECCI email info@edinburghcentre.org

Please contact us if this policy is required in an alternative format.



ENERGY POLICY

Purpose:

To continually improve our environmental performance by setting new targets of energy efficiency and to ensure responsible use of the energy in the building.

Background information:

ECCI has been linked through the development of the Combined Heat and Power energy centre what accounts for the 100% of the building energy demand. It has subsequently contributed towards cutting on 30% of the CO2 emissions in comparison with the previous location of the ECCI. Centre is aiming to reduce its carbon footprint and is compliant with the University of Edinburgh Climate Action Plan.

Scope:

ECCI's energy policy will involve effective communication of key energy and resource saving strategy to all our key stakeholders to achieve objectives of cost reduction and environmental protection.

Policy:

ECCI will control energy consumption in order to:

- Protect the environment and prolong the useful life of fossil fuels
- Avoid unnecessary expenditure
- Improve cost effectiveness, productivity and working conditions

ECCI recognizes its duty to provide all building users with comfortable working and living conditions, whilst minimising energy costs and the environmental impact of its operations

Procedures and responsibility:

Green committee will undertake responsibility of revision of the current energy performance management policy the appointed champion will be in charge of monitoring energy figures.

- To revise our energy schedules
- To establish energy targets and identify sources of the energy leaks
- To coordinate BMS schedules - and provide with the training appropriate staff to override
- To conduct an energy 'Walkaround' to identify key minimization targets
- To establish and agree comfortable working temperature setting
- To through the sustainability training provide guidance for responsible energy management within the office environment for our residents
- To provide with guidance on the use of blinds in the meeting rooms to maximize use of the daylight
- To run the switch and save campaign to raise awareness of energy efficiency
- To minimize all printing
- To create the Carbon Buzz submission to become transparent with our energy performance

The green committee will conduct this policy implementation and will carry out basic induction training for key involved stakeholders. Progress will be measured by quantifiable targets. This will be reviewed annually.

Contact:

To enquire details about our energy performance please email info@edinburghcentre.org

Please contact us if this policy is required in an alternative format.



PROCUREMENT POLICY

Background :

Edinburgh Centre for Carbon Innovation working under the umbrella of the University of Edinburgh sustainable procurement policy. UoE is Scotland's first fair trade university and is affiliated with the **Supplier's charter**. We aim to meet our needs for goods, services and works in a way that archives value for money a whole life basis and generates benefits not only to the organisation, but also to society, the economy and the environment.

Purpose:

To provide clear guidelines about the way that the sustainable procurement and supplier management activities can be carried out and allow all residents to implement those strategies within their own business operations.

Scope:

Our aim is to reduce the unnecessary use of raw materials and to avoid not required purchasing. ECCI's procurement policy will involve effective communication of resource saving strategy to all our stakeholders to achieve objectives of cost reduction and environmental protection.

Policy:

ECCI will review and enforce sustainable procurement policy to align with good practice. ECCI recognises its commitment to carrying out its procurement operations and will incorporate the principles of sustainable purchasing.

Responsibilities and procedures:

The following actions have been identified to allow the effective policy implementation:

- To appoint a Procurement Coordinator
- To comply with any relevant environmental legislation
- To evaluate current supply chain and procurement strategies to outline whether any improvement could be achieved
- To undertake a procurement induction training by some of the colleagues
- To collaborate with the University procurement office whether the advise is needed
- To join WARP it to allow staff to reuse goods and source second hand equipment instead of buying new and encourage all our residents on doing it too

We will work in partnership with University of Edinburgh Procurement office to improve our sustainable purchasing and to explore opportunities for reuse and recycling of materials as appropriate.

The green committee will conduct this policy implementation and will carry out basic induction training for key involved stakeholders. Progress will be measured by quantifiable targets. This will be reviewed annually.

Contact:

To enquire details about the procurement policy at the ECCI email info@edinburghcentre.org

Please contact us if this policy is required in an alternative format.



WATER MANAGEMENT POLICY

Background:

At the ECCI we identified importance of the responsible water management as a key resource required for performance of every day business activity. We also recognize that we need to include the responsible use of it as a complementing factor to our environmental policy. So far levels of water efficiency have been measured and efficiency performance has been partially monitored to ensure that little of water level is being sent to waste.

Scope:

Our aim is to reduce the unnecessary use of raw materials such as water. ECCI's policy will involve effective communication of key water saving strategies to all our stakeholders to achieve objectives of cost reduction and environmental protection.

Purpose:

To monitor through the drainage and water efficiency systems after demonstration of the BEMS system. To establish accurate levels of measures of the water efficiency to follow up. To provide guidance to ensure that all appropriate steps are taken to comply with the duty to manage water systems.

Policy:

Will review opportunities and implement measures for reducing the use of water. We will furthermore engage all residents and students in awareness campaign over sustainable water management. ECCI will therefore use water efficiently throughout all our premises and wherever it is cost effective to do so.

Responsibilities and procedures:

The following actions have been identified to allow the effective policy implementation:

- To promote responsible use of water amongst all residents by providing with water saving tips
- To outline key improvements to establish appropriate monitoring strategy and report findings
- To identify opportunities for improvement water efficiency and target settings next year
- To outline appropriate reporting system of any leaks to the Estates and Buildings and comply with any policies and procedures for water management
- To undertake full demonstration of the BMS system to establish key strategies for monitoring
- To identify key water management tactics
- To not allow installation of the water coolers
- To encourage all event staff to use the provision of the tap water

The green committee will conduct this policy implementation and will carry out basic induction training for key involved stakeholders. Progress will be measured by quantifiable targets. This will be reviewed annually.

Contact:

To enquire details about the water management at the ECCI email info@edinburghcentre.org

Please contact us if this policy is required in an alternative format.



IMPLEMENTATION

Implementation of sustainability actions is already lead by colleagues working at the ECCI. Through our commitment to the effective communication we are keen to receive feedback and reflections from other co-workers, residents and students. Key currently involved members are:

Annabel Cooper
Shiobhan Dunn
Darcy Pimblett
Jim Hart
Stuart Christie
Patrycja Graczyk

Their work is supported by Andy Kerr - director of the Centre for Carbon Innovation. If you wish to provide them with feedback or ideas please leave your comment at the reception or email info@edinburghcentre.org